

Goals

The enrollment process began on July 19, 2004, and was designed to capture information regarding all consumers receiving and entering into Community Support Services (MaineCare Section 17 Regulations for Community Support Services) and Residential Services (MaineCare Section 97 Regulations Private Non Medical Institution) within the Adult Mental Health System.

The purpose of the Enrollment Process is to:

- Understand the level of care consumers are receiving;
- Understand the length of services being delivered to consumers;
- Understand the provider capacity in the State of Maine;
- Understand accessibility of CSS and PNMI Services for Maine residents;
- Understand the interface between CSS and PNMI Services as they pertain to consumer needs; and to
- Understand if Maine residents' needs are being met by the current service delivery system.

Method

When a diagnostic assessment has been completed by either the provider agency or another designated diagnostician, and a consumer is determined to be eligible for Section 17 or Section 97 services, the provider must submit an Enrollment Form to DHHS. Please see a copy of the Enrollment Form and complete instructions in Appendix A or you can go to the following website: <http://www.maine.gov/dhhs/bds/enet-me/index.html>. Forms are submitted either by batch or by using the eNetMe web portal. For more information on using eNetME, the State of Maine Enrollment web portal, please contact the helpdesk at DHHS.techsupport@maine.gov. There are important timelines to remember for submitting the enrollment form. For a consumer initiating services with a provider agency, i.e., "new" to services, even if he/she is returning to the provider after an absence, the Enrollment Form must be submitted within 5 business days of being accepted into CSS and PNMI services. For ongoing consumers, the Enrollment Form must be submitted to DHHS within 5 business days from the consumer's annual diagnostic date or change in status. Thus the consumer's annual diagnostic date also becomes his/her annual enrollment date. If a consumer has both CSS and PNMI services, it is the responsibility of the CSS agency to submit the enrollment form.

A copy of the Enrollment Form is placed in the consumer's record after the provider has entered the information into the system using the provider web portal. Passwords to enter the provider web portal may be obtained by contacting Department of Health and Human Services Technical Support at the web address noted above.

Outcomes

Monthly enrollment reports are produced and disseminated to mental health providers, DHHS staff, the Consent Decree Court Master and other stakeholders to provide timely, systemic demographic and diagnostic analysis of Maine's adult mental health consumer population. The reports include information regarding agency specific, regional specific and statewide aggregated data for various fields; including the level of care, diagnostic categories, Class and Non-Class Member specific data, and standardized measurement analysis. Several data fields also provide ongoing information for Consent Decree requirements. Further analysis of aggregated enrollment data will assist in the ongoing development of quality improvement and outcome measures. The July 2004 through January 19, 2006 Enrollment Reports are located in Appendix B.